

Maryland Energy Administration
Administrative Assistant
Job Description

Join the Maryland Energy Administration as we transform energy in the State of Maryland. With the newly created Strategic Energy Investment Fund, significant federal stimulus funding, new energy efficiency programs and the new Renewable Energy Portfolio Standard, you will have an unprecedented opportunity to work on the cutting edge of implementing Maryland's clean energy policies and programs. We are looking for the best and the brightest to join the team that is quickly making Maryland one of the nation's leaders in energy.

Responsibilities:

Responsibilities include but are not limited to:

- manage MEA's queries from the public and consumers;
- administrative and clerical support to multiple persons;
- provide data entry support;
- create and/or modify documents using Microsoft Word;
- answer telephone, screening and directing calls;
- taking and relaying messages;
- provide information to callers;
- greet persons entering organization;
- direct persons to correct destination;
- ensure knowledge of staff movements in and out of organization;
- prepare letters and documents;
- receive and sort mail and deliveries;
- schedule appointments; and
- organize staff meetings, board meetings, etc.

This position will also include other duties as assigned and will report to the Director of Administration.

Qualifications:

Candidates will ideally have an Associate's degree in a relevant field such as business administration and at least 2 years of experience. Energy knowledge is a plus. Position also requires knowledge of administrative and clerical procedures; knowledge of computers and relevant software applications; knowledge of customer service principles and practices; excellent written and verbal communication skills; and professional personal presentation.

Experience working for private industry in the sales, marketing or ad agency areas or with a consulting firm is ideal.

To Apply: Please send a cover letter, resume, and salary requirements by email, with "Administrative Assistant" in the subject line to Maria Ulrich at Mulrich@energy.state.md.us. If applicable, please include a list of publications and papers relevant to this position. Qualified candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position.

Salary: Commensurate with experience.